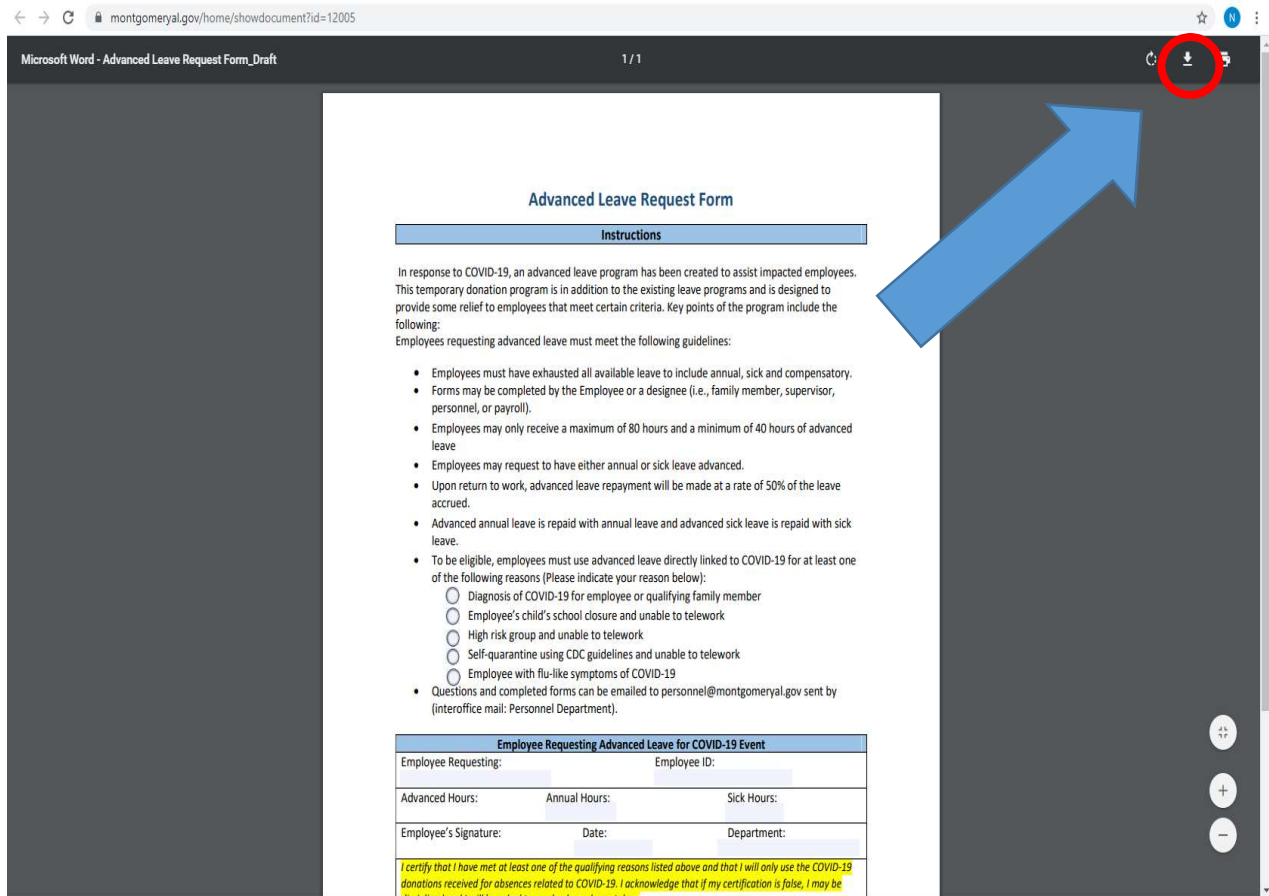


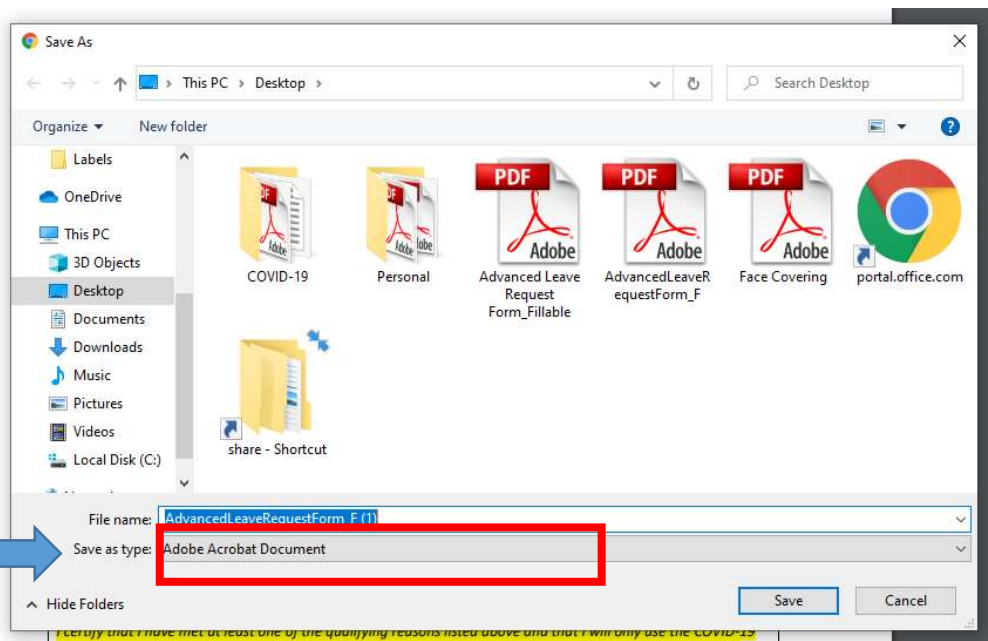
How to download and send the fillable form

1) Click on the fillable form you desire to submit.

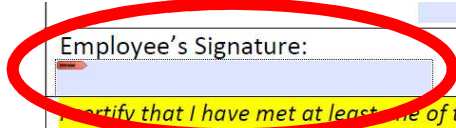
2) Download the fillable form



3) Save the fillable form in Adobe



- 4) Open the fillable form, and fill out the information needed
- 5) In order to sign the form electronically, click on the box and follow the prompts within the document.

Employee's Signature:	Date:	Department:
		
<i>I certify that I have met at least one of the qualifying reasons listed above and that I will only use the COVID-19 donations received for absences related to COVID-19. I acknowledge that if my certification is false, I may be disciplined and I will be asked to pay back any leave taken.</i>		

- 6) Save the form to your Desktop
- 7) Attach the form to an email and send to personnel@montgomeryal.gov

If you need further assistance, please do not hesitate to call Montgomery City-County Personnel at 334.625.2675